

## SUPERVISING LIBRARIAN

### DEFINITION

To provide highly responsible management staff assistance related to operations and coordination of department programs; analysis of organization and methods; supervision of department personnel; and internal budget review. Performs a wide variety of complex management, administrative, and problem-solving work related to public library and education services in the City of Hayward, including but not limited to: library public services, public library operations, technology services, and education services. Often serves as a community liaison and works extensively with neighborhood stakeholders and partner agencies. Exercises direct responsibility over routine operations in a major library division by assuming delegated authority for controlling and directing resolution of personnel, budgetary, and administrative issues and problems.

### DISTINGUISHING CHARACTERISTICS

This is a management-level classification and it is expected that the incumbent would perform the full range of duties independently and with minimal supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Adequate performance at this level requires mastery of knowledge in all areas of qualification described below, and the ability to choose among alternatives in solving problems. The Supervising Librarian exercises a high degree of responsibility and requires excellent interpersonal skills. This classification provides recommendations for consideration by the Director of Library & Community Services and/or other administrative officials.

### SUPERVISION RECEIVED

General direction is provided by the Director of Library & Community Services.

### SUPERVISION EXERCISED

Responsibilities include direct and indirect supervision of professional, technical, and clerical staff.

### ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plan, organize and direct a major division of the library, e.g., library public services, public library operations, technology services, and/or education services.

Supervise, evaluate, train, and recommend hiring of personnel, including professional, technical and clerical personnel.

Participate in development and implementation of department goals, objectives, policies, procedures, and priorities.

ESSENTIAL DUTIES (continued):

Assist in department budget development, including personnel, support resources, program and project needs, and resource development including grants.

Conduct studies, surveys, and other data gathering on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions.

Prepare and present professional-quality oral and written reports to the Director of Library and Community Services, City Council, other city bodies, and the community.

Coordinate needed financial resources, human resources, public-private partnerships and collaborative initiatives for provision of library and education services to Hayward residents.

Provide professional staff support to assigned Council-appointed Boards, Commissions, and Task Forces as needed and assigned.

May be responsible for capital improvement/construction projects, public relations efforts, automated systems enhancements and a variety of other general improvement issues.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Practices, procedures, programs, services, and community needs of modern public library/learning centers in urban settings.

Modern principles and practices of public administration, budgeting and personnel management, and organizational evaluation and development.

Modern public library operational systems, including Integrated Library Systems; automated cataloging and processing systems; electronic resources and databases; reciprocal borrowing systems; automated materials movement systems; materials selection systems and processes; and modern electronic recordkeeping systems.

Knowledge, understanding, and awareness of the diverse needs of the Hayward community.

Ability to:

Plan, organize, direct, and coordinate complex public library/education services and resource development programs.

Lead, plan, direct, supervise, evaluate, develop, and coordinate the work of professional, technical and clerical staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Adapt to changing community needs and evolving service delivery models in 21<sup>st</sup> century urban public library/learning centers.

Identify community needs based on data and develop effective programs responsive to those needs based on measurable outcomes.

Communicate clearly, concisely, and professionally, orally and in writing, in all formats and media.

Develop and implement data-driven, customer-centered organizational changes.

Actively contribute to a culture of innovation and service.

Lead resource development activities to support library/education services and projects; develop effective grant proposals independently and as a team member.

Coordinate and collaborate effectively with others to identify and achieve shared goals.

Maintain strong, productive working relationships with co-workers, subordinates, volunteers, external agency partners, community groups, and the general public.

Work effectively with the general public in a fast-paced, diverse urban library/learning center environment.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible professional experience in public library/education services including work with public and private service agencies, volunteers, and the general public, including at least two (2) years in a supervisory or management capacity. Fluency in Spanish or other non-English languages of the Hayward area is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in library science, public administration, business, education, or a related field. A Master's Degree is highly desirable.

**SPECIAL REQUIREMENTS**

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City boards and commissions, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

**PROBATIONARY PERIOD:** One (1) Year

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July/87

Revised: May 2014

AAP Group: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt